

**2015–16 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT – DESK AUDIT**

ELEMENTARY SCHOOL

DISTRICT/SCHOOL: _____ **DATE OF REVIEW:** _____

REVIEWER: _____ **ACCREDITATION STATUS:** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal, assistant principal and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. All teachers <u>are properly certified</u> and all teachers of core content subjects are highly qualified <u>for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
3. Each person employed as a school nurse holds a current license issued by the State Board of Nursing as a professional registered nurse or as a licensed practical nurse working under the supervision of a professional registered nurse. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
4. Instruction is provided for all required subjects as outlined by the Defined Program, Grades K–5: English language arts, mathematics, science, social studies, physical education, foreign language, and visual <u>and</u> performing arts. Instruction is also provided in environmental education, age-appropriate drug and alcohol education, and black history. [R43-231]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. Students receive instruction in comprehensive health education for 75 minutes per week for 36 weeks; or three 50 minutes classes per week for 18 weeks; or 5 hours per week for 9 weeks. The above must total the equivalent of 45 hours per year. [§59-10-10]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OPERATIONS AND PROCEDURES		
6. Instruction in the subject areas shall be scheduled for a minimum of eighteen hundred (1800) minutes or thirty (30) hours per week, including lunch , or the equivalent on a yearly basis: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language and visual <u>and</u> performing arts. [R43-231, §59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7. No special education teacher's daily teaching load exceeds the student-teacher ratios established by regulations. [R43-205] (<i>Teaching load is the total number of students taught in a day.</i>)	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. A staff development program has been implemented that meets national professional development standards and provides participants the knowledge and skills necessary to implement strategies. [R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OTHER		
LEGISLATION	COMPLIANT	COMMENTS
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	